

RESTRICTED

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

25X1A

27 June 1947

25X1A

MEMORANDUM
NUMBER [REDACTED]

SUBJECT: General Classification of Expendable and Non-Expendable Property

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. The following list of CIG property items has been prepared as a guide for accountable and responsible officers, as well as all persons concerned with property accountability, in distinguishing between expendable and non-expendable property in order that proper uniformity in fiscal and property accounts may be attained. Item descriptions below are necessarily brief and should not be used for requisitioning purposes. When the complete description of an item is required, reference should be made to the CIG Stock Catalogs.

2. Non-expendable items are typed in all caps. Expendable items are in lower case type, prefixed by the letter "X."

A

ACCESSORIES, AUTOMOTIVE
ACCOUNTING MACHINES (see
MACHINES, OFFICE)
ADDING MACHINES (see
MACHINES, OFFICE)
ADDRESSING MACHINES (see
MACHINES, OFFICE)
AIR BRUSH AND COMPRESSOR
AIR CONDITIONING UNIT
X - Annunciators, Electric
AUTOMOTIVE EQUIPMENT, ALL TYPES

B

X - Baskets, desk, fiber, metal,
wire, wood
X - Batteries, dry, flashlight
BATTERY CHARGERS (see
CHARGERS, BATTERY)
BEDS, HOSPITAL

BILLING MACHINES (see
MACHINES, OFFICE)
X - Binders, Loose-leaf, all
types, cloth or leather
bound
BINDERS, VISIBLE RECORD
BINS, STORAGE, PORTABLE,
METAL
X - Bins, storeroom, built-in
BLACKBCARDS, PORTABLE
X - Blankets, cotton and wool
X - Blinds, venetian
X - Blotter, rocker
X - Blotter Pads
X - Board, illustrating
X - Boards, bulletin
X - Boards, clip, aluminum,
wood
X - Boards, Drawing

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- 2 -

BOARDS, SWITCH
 BOOKCASES (see SECTIONS,
 BOOKCASES)
 X - Bookends
 * BOOKS
 X - Books, blank, memorandum,
 note
 X - Bottles, glass, all kinds
 BOTTLES, THERMOS, METAL
 BOX, CASH, METAL
 BOXES, TOOL (NOT HAND MADE)
 X - Brackets, shelf window
 ventilator
 X - Brackets, telephone
 BRIEF CASES (see CASES,
 BRIEF)
 X - Brooms, all kinds
 X - Brushes, all kinds
 X - Buckets (pails), all kinds
 X - Buzzer systems

C

CABINETS, FILING, STEEL
 WOOD, ALL KINDS
 CABINETS, MEDICINE, PORTABLE
 X - Cabinets, paper towel
 CABINETS, TOOL, SHOP
 CABINETS, VISIBLE RECORD
 X - Cable
 CALCULATORS (see MACHINES,
 OFFICE)
 X - Calendars
 CAMERAS
 X - Cans, all kinds except
 gasoline and safety
 CANS, SAFETY, GASOLINE
 CARAFE SET, W/TRAY AND
 DISPENSER
 X - Card Trays (see trays, card)
 X - Cards, guide, index filing
 CARPETS AND CARPET CUSHIONS
 CASES, BOOK (see SECTIONS,
 BOOKCASES)
 CASES, BRIEF
 X - Cases, canvas, all kinds

CASES, LEATHER, CARRYING,
 ALL KINDS
 X - Cases, storage, transfer,
 cardboard or cloth
 CASES, TRANSFER, STEEL, WOOD
 X - Casters
 X - Chains, sash
 CHAIRS, ALL TYPES
 CHARGERS, BATTERY (RECTIFIERS)
 CHESTS, MECHANICS (CHESTS OF
 TOOLS)
 CLEANERS, VACUUM
 X - Clipboards (see boards, clip)
 CLOCKS, ALL KINDS
 X - Coils, spark, ignition
 COMPOSING MACHINES
 (see MACHINES, OFFICE)
 COMPRESSORS, AIR
 COMPUTING MACHINES (see
 MACHINES, OFFICE)
 COOLERS, WATER, ELECTRIC,
 NON-ELECTRIC
 X - Cord, Electric, wrapping
 COSTUMERS
 COTS, FOLDING, CANVAS, STEEL
 COUCHES
 COVERS, CANVAS, TRUCK (see
 TARPULINS)
 X - Covers, desk, radiator,
 table, tire, typewriter,
 other office machine
 X - Crates, wood shipping
 CUPBOARDS, SUPPLY, CLOTHES,
 STEEL, WOOD, PORTABLE
 X - Cups, measuring, sponge
 X - Cushions, Typewriter, key
 X - Cushions, chair, all types
 CUSPIDORS
 CUTTERS, PAPER (MACHINE OR
 HAND)

D

DAVENPORTS
 DESKS, ALL TYPES, STEEL, WOOD
 DEVELOPING MACHINES (see
 MACHINES, OFFICE)

* Accountable as per CIG Central Library Procedure

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- 3 -

- DICTAPHONES, TRANSCRIBERS,
SHAVERS (see MACHINES, OFFICE)
- X - Dictionary, desk
DICTIONARY; UNABRIDGED
- X - Dispensers, paper, cup, soap,
towel
DISPENSERS, ELECTRICAL,
MECHANICAL
- X - Dispensers, gum tape, except
electrical and mechanical
DISTRIBUTORS; WORK
- X - Distributors, small, sectional,
steel; fiber (Kleradesk)
- X - Dividers, drawing
DOLLY TRUCKS
- X - Doors, building, screen
DRAFTING MACHINES
DRAWING INSTRUMENTS
DRILLS; ELECTRIC, HAND
- X - Drills, twist, breast, hand
- X - Drugs
DRUMS, METAL
DUPLICATING MACHINES (see
MACHINES, OFFICE)

E

- X - Enamelware
ERASING MACHINES, ELECTRIC
(see MACHINES, OFFICE)
EXTINGUISHERS, FIRE

F

- FANS, ELECTRIC, DESK, WALL
FLOOR, EXHAUST
FILE CABINETS (see SECTIONS)
- X - Files, Kleradesk or equal (see
Distributors, sectional)
FILES, MACHINES POSTING, VISIBLE
RECORD
- X - Fillers; Battery
- X - Fillers, Binder
- X - Film
FILTERS, PHOTOGRAPHIC
FIRE EXTINGUISHERS (see
EXTINGUISHERS, FIRE)

- X - Fittings, hose, pipe
FIXTURES, ELECTRIC LIGHT
(IN RENTED OR TEMPORARY
BLDGS.)
FLAGS
FLAGPOLE (see STAFFS, FLAG)
- X - Flashlights
- X - Folders, file
FOLDING MACHINES (see
MACHINES, OFFICE)
- X - Forks, table
FOUNTAINS, DRINKING, PORTABLE
- X - Frames, picture, map
- X - Funnels, all kinds

G

- GATHERING MACHINES (see
MACHINES, OFFICE)
- X - Glass, plate
GLASSES; MAGNIFYING; W/STAND
- X - Glasses, magnifying, except
w/stand or mounted
- X - Glassware, all kinds
GLOBES, GEOGRAPHICAL (see
MAPS, GLOBE)
- GUNS, LUBRICATING (HAND AND
PRESSURE), ALSO OUTFITS
- X - Guards, rubber, spiral

H

- HAMMERS; JACK
- X - Handles; all kinds
- X - Hangers, clothes, door photo,
shelf, etc.
- X - Hasps
HEATERS, ELECTRIC, PORTABLE
HEATERS, GAS, GASOLINE, OIL
- X - Hinges, all kinds
- X - Holder (Clipboards) (see
Boards, clip)
- X - Holders, binder type,
calendar type, drinking
cup, toilet paper, note-
book
HOLDERS, COPY, ALL KINDS,
LINE-A-TIME, RITE LINE OR
SIMILAR

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- 4 -

- X - Holders, mail bag, shop made
HOLDERS, MAIL BAG, METAL
HOLDERS, WRAPPING PAPER WITH CUTTER
- X - Hooks, picture
- X - Hose, air, fire, gasoline, steam
water
HOT PLATES, ELECTRIC

I

- X - Indexes, telephone
- X - Inkstands, inkwells, other than
desk sets
INTERCOMMUNICATING EQUIPMENT

J

- X - Jacks, except floor, garage,
hydraulic
JACKS, FLOOR, GARAGE, HYDRAULIC,
POWER
JACK HAMMERS (see HAMMERS, JACK)
- X - Jars, glass, earthenware
JUGS, VACUUM

K

- KITS; FINGER PRINT
- X - Kits; first aid
- X - Kits, tape repair
KITS, TOOL, SOLDERING
- X - Knives, all kinds
- X - Knobs, door, drawer, etc.

L

- LABORATORY EQUIPMENT, BY NAME
LADDERS, STEP, STRAIGHT, EXTENSION
LAMPS, ELECTRIC, DESK, FLOOR
LANTERNS, ELECTRIC
LANTERNS, GAS, GASOLINE
- X - Lanterns, oil
- X - Ledgers, office, all kinds
LETTERING SETS
LICENSE PLATES (see PLATES,
LICENSE)
- LIFTS, AUTO, POWER, HYDRAULIC
- X - Linens
- X - Lines, clothes
- X - Linoleum Rugs (see Rugs,
linoleum)

LOCKERS, STEEL, WOOD,
PORTABLE

- X - Locks, all types
- X - Lumber

M

- MACHINES, DATING (see
STAMPS, TIME)
- X - Machines, paper fastening,
sealing (tape and envelope
moisteners) hand type
MACHINES, OFFICE;
ADDING, ADDRESSING,
BILLING, CALCULATING,
COMPOSING, COMPUTING,
DEVELOPING, DICTATING,
DUPLICATING, ENVELOPE,
ERASING (ELECTRIC), FOLDING,
GATHERING, NUMBERING, PAPER
FASTENING (OTHER THAN HAND),
SHAVING, STENOTYPE, TRAN-
SCRIBING, TYPEWRITERS,
VARI-TYPERS
MACHINES, PHOTOCOPYING
MACHINES, RECORDING PLAYER
MACHINES, STRAPPING
- X - Magnifiers (see Glasses,
magnifying)
- X - Map, mounted for permanent
use, with or without
frame, also framed maps
- X - Maps, all unmounted
MAPS; GLOBE
- X - Mats, chair (see Cushions,
chair)
- X - Mats, floor; rubber;
cuspidor, rubber
- X - Mattresses, bed, cot
- X - Measures, tape
MIMEOGRAPHS, MIMESCOPIES
- X - Mirrors, office
- X - Moisteners (see Machines,
sealing)
- X - Mopping apparatus
MOTORCYCLES AND SIDE CARS
(see AUTOMOTIVE EQUIPMENT)
MULTIGRAPHS
MULTILITHS AND EQUIPMENT

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N

- X - Newspapers
- X - Nozzles, all kinds
- NUMBERING MACHINES (see
MACHINES, OFFICE)

O

- X - Openers, box or crate
- X - Organizers, work (save-a-sort
type)

P

- X - Pads, calendar, chair, desk
blotter, stamp, typewriter
- X - Pails (buckets)
- X - Pans, dust
- PAPER CUTTERS (see CUTTERS, PAPER)
- X - Papers, news
- X - Parts, auto, equipment, machine
- PAULINS, CANVAS
- PEN SETS; DESK; EXECUTIVE TYPE
- X - Pen sets, desk, clerical
- X - Pens, drawing, lettering, ruling
- X - Perforator, two and three hole
- PERFORATORS, MULTIPLE (OTHER THAN
TWO AND THREE HOLE)
- X - Periodicals (magazines, journals,
etc.)
- X - Photographs, framed
- X - Pillows, cotton, feather, hair
- X - Pins, map office, cotter
- X - Pincers
- PITCHERS, VACUUM
- PLATES, LICENSE, AUTO, TRUCK
MOTORCYCLE
- X - Plates, printing, electrotypes,
half tones
- POLES, FLAG (see STAFFS, FLAG)
- POSTING UNITS, STEEL, COUNTER
HEIGHT
- PROJECTORS, LIGHT, SLIDE,
MOTION PICTURE
- PROTECTORGRAPHS, SIGNATURE
- X - Protractors, draftsman's

R

- RACKS, HYDRAULIC, AUTO WASH
AND GREASE

- X - Racks, battery, tire, tool,
portable
- X - Racks, bulletin, display, map
- RACKS, CLOTHES (see COSTUMERS)
- RACKS, CYLINDER (FOR DICTATING
MACHINE RECORDS)
- X - Racks, desk drawer
- RACKS; DITTO ROLL PORTABLE
- X - Racks; newspaper
- X - Racks, pen, pencil, rubber
stamp, towel
- RACKS, STATIONERY PORTABLE
- RADIOS
- RANGES
- READER, FILM (MICRO FILM TYPE)
- X - Records, recording
- REFRIGERATORS, ELECTRIC, GAS,
ICE
- X - Registers, book, all kinds
- X - Removers, paper staple
- X - Resistors, electrical
- X - Rings, brass, steel binder,
notebook
- X - Rollers, duplicating machine,
print
- X - Rollers, shade, towel
- X - Rope, Manila
- RUGS; CARPET, FABRIC
- X - Rugs, congoleum, grass,
linoleum
- X - Rules; common office type
- X - Rules, curve, drawing
- RULES, SLIDE

S

- SAFES, ALL TYPES
- X - Scales, architects, chain
drawing, engineers
- SCALES, BALANCE, COUNTER,
PLATFORM, POSTAL, SPRING
- SCREENS, PROJECTOR
- SCREENS, FOLDING OFFICE
- SECTIONS, FURNITURE, ALL
TYPES INCLUDING STEEL AND
WOOD BOOKCASES, BLUEPRINT,
CARD, DOCUMENT, HORIZONTAL,
FOUR AND FIVE DRAWER,
UP-RIGHT, CAP AND LETTER
SIZE, MAP, PLAN, ETC.
- SEDANS (see AUTOMOTIVE
EQUIPMENT)

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- SELECTOR, ELECTROPHILE
SETTEES
- X - Shades, window
 - X - Sharpeners, pencil
 - X - Shears, office
 - X - Sheeting, cotton, rubber
 - X - Shelves, and shelving built-in wood
 - SHELVES; METAL (METAL SHELVING)
 - X - Shelves, removable metal (for cabinets)
 - X - Shields, erasing
 - SIGHTMETER
 - X - Signs, desk, other
 - X - Signals (Index Tab)
 - X - Skids; loading
 - X - Skins, chamois
 - SOFAS
 - SPRAYERS, POWER OPERATED
 - STAFFS, FLAG
 - X - Stamp-o-graph outfits
 - X - Stamps, rubber, except time dating with clock
 - STAMPS; TIME DATING WITH CLOCK
 - X - Stands, calendar, ink
 - STANDS, DICTAPHONE, DICTIONARY, DUPLICATING, OFFICE MACHINE
 - STANDS, SMOKING
 - STANDS, TELEPHONE, TYPEWRITER
 - STATION WAGONS (see AUTOMOTIVE EQUIPMENT)
 - X - Steel wool
 - X - Stencils, metal, letter and figure sets
 - STENOTYPE MACHINE (see MACHINES, OFFICE)
 - STEP LADDERS (see LADDERS, STEP)
 - STOOLS, DRAFTING, FILING, OFFICE
 - STOVES, HEATING OR COOKING, COAL, GAS, GASOLINE, OIL, WOOD
 - X - Straight edges, drafting
 - X - Straps, binder
 - STRETCHERS, FIRST AID
 - X - Stylus
 - SUITCASE (see CASES, LEATHER, CARRYING)
 - X - Supports, book, stamped, metal (see bookends)
 - X - Supports; desk tray
 - X - Swatters, fly
 - SWEEPERS, CARPET
 - X - Switches, electric
 - SYSTEMS, PUBLIC ADDRESS
- T
- TABLES, DRAFTING, DRAWING, TRACING
- TABLES, OFFICE
- TANKS, PHOTOGRAPHIC DEVELOPING
- X - Tape, cellulose; friction, linen, paper, rubber
 - X - Tapes; linen metallic measuring
 - X - Tapes, refills
 - TARPAULINS (see PAULINS)
 - X - Templates (for use with lettering sets)
 - X - Thermometers, ordinary, clinical
 - X - Tighteners, tire chain
 - X - Tires; auto, truck
 - X - Tongs; laboratory
 - X - Tongs, other than laboratory and fireplace
 - X - Tools, hand, miscellaneous
 - TORCHES, ELECTRIC WELDING (see WELDERS, ELECTRIC)
 - TORCHES, LIGHT ELECTRIC (EXCEPT FLASHLIGHTS)
 - TORCHES, LIGHT NON-ELECTRIC
 - TORCHES, LABORATORY, ALCOHOL, KEROSENE
 - TORCHES, SOLDERING BLOW, WELDING, ACETYLENE
 - X - Towels, cloth, paper
 - TRANSCRIBING MACHINES (see MACHINES, OFFICE)
 - X - Transformers, electric, bell type
 - X - Trays; ash
 - X - Trays, card, cardboard, desk, metal, wire, wood
 - X - Trays, file simplex
 - TRAYS, LEDGER, POSTING
 - X - Triangles, drafting
 - TRIMMERS AND PAPER CUTTERS
 - TRUCKS, AUTO (see AUTOMOTIVE EQUIPMENT)
 - TRUCKS, HAND, PLATFORM, WAREHOUSE
 - TRUCKS, LIBRARY
 - X - Tubes; auto, truck
 - X - Tubes, mailing
 - X - Tubing, electrical metallic, glass

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- 7 -

X - Type equipment, type face for
vari-type machine, type
reference kit
TYPEWRITERS (SEE MACHINES,
OFFICE)


V

X - Ventilators; glass and window
X - Ventilators, metal
VISES, ALL TYPES

W

WARDROBES, PORTABLE (SEE
LOCKERS OR CUPBOARDS,
CLOTHES)
X - Washbasins
X - Wastebaskets, steel, fiber,
wood
WATCHES
X - Weights, paper
WELDERS, ELECTRIC
X - Windshield cleaners, wipers
X - Wire; all kinds
X - Wire, screening
X - Wringers, mop, clothes

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

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ATTACHMENTS: None

DISTRIBUTION: A

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CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY
Washington, D. C.

27 June 1947

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ADMINISTRATIVE INSTRUCTION
~~MEMORANDUM~~
NUMBER [REDACTED]

SUBJECT: General Classification of Expendable and Non-Expendable Property

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. The following list of CIG property items has been prepared as a guide for accountable and responsible officers, as well as all persons concerned with property accountability, in distinguishing between expendable and non-expendable property in order that proper uniformity in fiscal and property accounts may be attained. Item descriptions below are necessarily brief and should not be used for requisitioning purposes. When the complete description of an item is required, reference should be made to the CIG Stock Catalogs.

2. Non-expendable items are typed in all caps. Expendable items are in lower case type, prefixed by the letter "X."

A

ACCESSORIES, AUTOMOTIVE
ACCOUNTING MACHINES (see
MACHINES, OFFICE)
ADDING MACHINES (see
MACHINES, OFFICE)
ADDRESSING MACHINES (see
MACHINES, OFFICE)
AIR BRUSH AND COMPRESSOR
AIR CONDITIONING UNIT
X - Annunciators, Electric
AUTOMOTIVE EQUIPMENT, ALL TYPES

B

X - Baskets, desk, fiber, metal,
wire, wood
X - Batteries, dry, flashlight
BATTERY CHARGERS (see
CHARGERS, BATTERY)
BEDS, HOSPITAL

BILLING MACHINES (see
MACHINES, OFFICE)
X - Binders, Loose-leaf, all
types, cloth or leather
bound
BINDERS, VISIBLE RECORD
BINS, STORAGE, PORTABLE,
METAL
X - Bins, storeroom, built-in
BLACKBOARDS, PORTABLE
X - Blankets, cotton and wool
X - Blinds, venetian
X - Blotters, rocker
X - Blotter Pads
X - Board, illustrating
X - Boards, bulletin
X - Boards, clip, aluminum,
wood
X - Boards, Drawing

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RENUMBERED PER CIA GENERAL ORDER [REDACTED]

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RESTRICTEDEFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

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- 2 -

BOARDS, SWITCH
 BOOKCASES (see SECTIONS,
 BOOKCASES)
 X - Bookends
 * BOOKS
 X - Books, blank, memorandum,
 note
 X - Bottles, glass, all kinds
 BOTTLES, THERMOS, METAL
 BOX, CASH, METAL
 BOXES, TOOL (NOT HAND MADE)
 X - Brackets, shelf window
 ventilator
 X - Brackets, telephone
 BRIEF CASES (see CASES,
 BRIEF)
 X - Brooms, all kinds
 X - Brushes, all kinds
 X - Buckets (pails), all kinds
 X - Buzzer systems

C

CABINETS, FILING, STEEL
 WOOD, ALL KINDS
 CABINETS, MEDICINE, PORTABLE
 X - Cabinets, paper towel
 CABINETS, TOOL, SHOP
 CABINETS, VISIBLE RECORD
 X - Cable
 CALCULATORS (see MACHINES,
 OFFICE)
 X - Calendars
 CAMERAS
 X - Cans, all kinds except
 gasoline and safety
 CANS, SAFETY, GASOLINE
 CARAFE SET, W/TRAY AND
 DISPENSER
 X - Card Trays (see trays, card)
 X - Cards, guide, index filing
 CARPETS AND CARPET CUSHIONS
 CASES, BOOK (see SECTIONS,
 BOOKCASES)
 CASES, BRIEF
 X - Cases, canvas, all kinds

CASES, LEATHER, CARRYING,
 ALL KINDS
 X - Cases, storage, transfer,
 cardboard or cloth
 CASES, TRANSFER, STEEL, WOOD
 X - Casters
 X - Chains, sash
 CHAIRS, ALL TYPES
 CHARGERS, BATTERY (RECTIFIERS)
 CHESTS, MECHANICS (CHESTS OF
 TOOLS)
 CLEANERS, VACUUM
 X - Clipboards (see boards, clip)
 CLOCKS, ALL KINDS
 X - Coils, spark, ignition
 COMPOSING MACHINES
 (see MACHINES, OFFICE)
 COMPRESSORS, AIR
 COMPUTING MACHINES (see
 MACHINES, OFFICE)
 COOLERS, WATER, ELECTRIC,
 NON-ELECTRIC
 X - Cord, Electric, wrapping
 COSTUMERS
 COTS, FOLDING, CANVAS, STEEL
 COUCHES
 COVERS, CANVAS, TRUCK (see
 TARPAULINS)
 X - Covers, desk, radiator,
 table, tire, typewriter,
 other office machine
 X - Crates, wood shipping
 CUPBOARDS, SUPPLY, CLOTHES,
 STEEL, WOOD, PORTABLE
 X - Cups, measuring, sponge
 X - Cushions, Typewriter, key
 X - Cushions, chair, all types
 CUSPIDORS
 CUTTERS, PAPER (MACHINE OR
 HAND)

D

DAVENPORTS
 DESKS, ALL TYPES, STEEL, WOOD
 DEVELOPING MACHINES (see
 MACHINES, OFFICE)

* Accountable as per CIG Central Library Procedure

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- 3 -

- DICTAPHONES, TRANSCRIBERS,
 SHAVERS (see MACHINES, OFFICE)
 X - Dictionary, desk
 DICTIONARY; UNABRIDGED
 X - Dispensers, paper, cup, soap,
 towel
 DISPENSERS, ELECTRICAL,
 MECHANICAL
 X - Dispensers, gum tape, except
 electrical and mechanical
 DISTRIBUTORS; WORK
 X - Distributors, small, sectional,
 steel; fiber (kleradesk)
 X - Dividers, drawing
 DOLLY TRUCKS
 X - Doors, building, screen
 DRAFTING MACHINES
 DRAWING INSTRUMENTS
 DRILLS; ELECTRIC, HAND
 X - Drills, twist, breast, hand
 X - Drugs
 DRUMS, METAL
 DUPLICATING MACHINES (see
 MACHINES, OFFICE)

E

- X - Enamelware
 ERASING MACHINES, ELECTRIC
 (see MACHINES, OFFICE)
 EXTINGUISHERS, FIRE

F

- FANS, ELECTRIC, DESK, WALL
 FLOOR, EXHAUST
 FILE CABINETS (see SECTIONS)
 X - Files, kleradesk or equal (see
 Distributors, sectional)
 FILES, MACHINES POSTING, VISIBLE
 RECORD
 X - Fillers; Battery
 X - Fillers, Binder
 X - Film
 FILTERS, PHOTOGRAPHIC
 FIRE EXTINGUISHERS (see
 EXTINGUISHERS, FIRE)

- X - Fittings, hose, pipe
 FIXTURES, ELECTRIC LIGHT
 (IN RENTED OR TEMPORARY
 BLDGS.)
 FLAGS
 FLAGPOLE (see STAFFS, FLAG)
 X - Flashlights
 X - Folders, file
 FOLDING MACHINES (see
 MACHINES, OFFICE)
 X - Forks, table
 FOUNTAINS, DRINKING, PORTABLE
 X - Frames, picture, map
 X - Funnels, all kinds

G

- GATHERING MACHINES (see
 MACHINES, OFFICE)
 X - Glass, plate
 GLASSES; MAGNIFYING; W/STAND
 X - Glasses, magnifying, except
 w/stand or mounted
 X - Glassware, all kinds
 GLOBES, GEOGRAPHICAL (see
 MAPS, GLOBE)
 GUNS, LUBRICATING (HAND AND
 PRESSURE), ALSO OUTFITS
 X - Guards, rubber, spiral

H

- HAMMERS; JACK
 X - Handles; all kinds
 X - Hangers, clothes, door photo,
 shelf, etc.
 X - Hasps
 HEATERS, ELECTRIC, PORTABLE
 HEATERS, GAS, GASOLINE, OIL
 X - Hinges, all kinds
 X - Holder (Clipboards) (see
 Boards, clip)
 X - Holders, binder type,
 calendar type, drinking
 cup, toilet paper, note-
 book
 HOLDERS, COPY, ALL KINDS,
 LINE-A-TIME, RITE LINE OR
 SIMILAR

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- 4 -

- X - Holders, mail bag, shop made
HOLDER, MAIL BAG, METAL
HOLDERS, WRAPPING PAPER WITH CUTTER
- X - Hooks, picture
- X - Hose, air, fire, gasoline, steam
water
HOT PLATES, ELECTRIC

I

- X - Indexes, telephone
- X - Inkstands, inkwells, other than
desk sets
INTERCOMMUNICATING EQUIPMENT

J

- X - Jacks, except floor, garage,
hydraulic
JACKS, FLOOR, GARAGE, HYDRAULIC,
POWER
JACK HAMMERS (see HAMMERS, JACK)
- X - Jars, glass, earthenware
JUGS, VACUUM

K

- KITS; FINGER PRINT
- X - Kits; first aid
- X - Kits, tape repair
KITS, TOOL, SOLDERING
- X - Knives, all kinds
- X - Knobs, door, drawer, etc.

L

- LABORATORY EQUIPMENT, BY NAME
- LADDERS, STEP, STRAIGHT, EXTENSION
- LAMPS, ELECTRIC, DESK, FLOOR
- LANTERNS, ELECTRIC
- LANTERNS; GAS, GASOLINE
- X - Lanterns, oil
- X - Ledgers, office, all kinds
- LETTERING SETS
- LICENSE PLATES (see PLATES,
LICENSE)
- LIFTS, AUTO, POWER, HYDRAULIC
- X - Linens
- X - Lines, clothes
- X - Linoleum Rugs (see Rugs,
linoleum)

LOCKERS, STEEL, WOOD,
PORTABLE

- X - Locks, all types
- X - Lumber

M

MACHINES, DATING (see
STAMPS, TIME)

- X - Machines, paper fastening,
sealing (tape and envelope
moisteners) hand type

MACHINES, OFFICE;

ADDING, ADDRESSING,
BILLING, CALCULATING,
COMPOSING, COMPUTING,
DEVELOPING, DICTATING,
DUPLICATING, ENVELOPE,
ERASING (ELECTRIC), FOLDING,
GATHERING, NUMBERING, PAPER
FASTENING (OTHER THAN HAND),
SHAVING, STENOGRAPH, TRAN-
SCRIBING, TYPEWRITERS,
VARI-TYPERS

MACHINES, PHOTOCOPYING

MACHINES, RECORDING PLAYER

MACHINES, STRAPPING

- X - Magnifiers (see Glasses,
magnifying)
- X - Map, mounted for permanent
use, with or without
frame, also framed maps
- X - Maps, all unmounted
MAPS; GLOBE
- X - Mats, chair (see Cushions,
chair)
- X - Mats, floor; rubber;
cuspidor, rubber
- X - Mattresses, bed, cot
- X - Measures, tape
MIMEOGRAPHS, MIMESCOPIES
- X - Mirrors, office
- X - Moisteners (see Machines,
sealing)
- X - Mopping apparatus
- MOTORCYCLES AND SIDE CARS
(see AUTOMOTIVE EQUIPMENT)
- MULTIGRAPHS
- MULTILITHS AND EQUIPMENT

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N

- X - Newspapers
- X - Nozzles, all kinds
- NUMBERING MACHINES (see MACHINES, OFFICE)

O

- X - Openers, box or crate
- X - Organizers, work (save-a-sort type)

P

- X - Pads, calendar, chair, desk blotter, stamp, typewriter
- X - Pails (buckets)
- X - Pans, dust
- PAPER CUTTERS (see CUTTERS, PAPER)
- X - Papers, news
- X - Parts, auto, equipment, machine
- PAULINS, CANVAS
- PEN SETS; DESK; EXECUTIVE TYPE
- X - Pen sets, desk, clerical
- X - Pens, drawing, lettering, ruling
- X - Perforator, two and three hole
- PERFORATORS, MULTIPLE (OTHER THAN TWO AND THREE HOLE)
- X - Periodicals (magazines, journals, etc.)
- X - Photographs, framed
- X - Pillows, cotton, feather, hair
- X - Pins, map office, cotter
- X - Pincers
- PITCHERS, VACUUM
- PLATES, LICENSE, AUTO, TRUCK
- MOTORCYCLE
- X - Plates, printing, electrotypes, half tones
- POLES, FLAG (see STAFFS, FLAG)
- POSTING UNITS, STEEL, COUNTER
- HEIGHT
- PROJECTORS, LIGHT, SLIDE, MOTION PICTURE
- PROTECTORGRAPHS, SIGNATURE
- X - Protractors, draftsman's

R

- RACKS, HYDRAULIC, AUTO WASH AND GREASE

- X - Racks, battery, tire, tool, portable
- X - Racks, bulletin, display, map
- RACKS, CLOTHES (see COSTUMERS)
- RACKS, CYLINDER (FOR DICTATING MACHINE RECORDS)
- X - Racks, desk drawer
- RACKS; DITTO ROLL PORTABLE
- X - Racks; newspaper
- X - Racks, pen, pencil, rubber stamp, towel
- RACKS, STATIONERY PORTABLE
- RADIOS
- RANGES
- READER, FILM (MICRO FILM TYPE)
- X - Records, recording
- REFRIGERATORS, ELECTRIC, GAS, ICE
- X - Registers, book, all kinds
- X - Removers, paper staple
- X - Resistors, electrical
- X - Rings, brass, steel binder, notebook
- X - Rollers, duplicating machine, print
- X - Rollers, shade, towel
- X - Rope, Manila
- RUGS; CARPET, FABRIC
- X - Rugs, congoleum, grass, linoleum
- X - Rules; common office type
- X - Rules, curve, drawing
- RULES, SLIDE

S

- SAFES, ALL TYPES
- X - Scales, architects, chain drawing, engineers
- SCALES, BALANCE, COUNTER, PLATFORM, POSTAL, SPRING
- SCREENS, PROJECTOR
- SCREENS, FOLDING OFFICE
- SECTIONS, FURNITURE, ALL TYPES INCLUDING STEEL AND WOOD BOOKCASES, BLUEPRINT, CARD, DOCUMENT, HORIZONTAL, FOUR AND FIVE DRAWER, UP-RIGHT, CAP AND LETTER SIZE, MAP, PLAN, ETC.
- SEDANS (see AUTOMOTIVE EQUIPMENT)

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SELECTOR, ELECTROPHILE
SETTEES
X - Shades, window
X - Sharpeners, pencil
X - Shears, office
X - Sheeting, cotton, rubber
X - Shelves, and shelving built-in
wood
SHELVES; METAL (METAL SHELVING)
X - Shelves, removable metal (for
cabinets)
X - Shields, erasing
SIGHTMETER
X - Signs, desk, other
X - Signals (Index Tab)
X - Skids, loading
X - Skins, chamois
SOFAS
SPRAYERS, POWER OPERATED
STAFFS, FLAG
X - Stamp-o-graph outfits
X - Stamps, rubber, except time
dating with clock
STAMPS; TIME DATING WITH CLOCK
X - Stands, calendar, ink
STANDS, DICTAPHONE, DICTIONARY,
DUPLICATING, OFFICE MACHINE
STANDS, SMOKING
STANDS, TELEPHONE, TYPEWRITER
STATION WAGONS (see AUTOMOTIVE
EQUIPMENT)
X - Steel wool
X - Stencils, metal, letter and
figure sets
STENOTYPE MACHINE (see MACHINES,
OFFICE)
STEP LADDERS (see LADDERS, STEP)
STOOLS, DRAFTING, FILING, OFFICE
STOVES, HEATING OR COOKING, COAL,
GAS, GASOLINE, OIL, WOOD
X - Straight edges, drafting
X - Straps, binder
STRETCHERS, FIRST AID
X - Stylus
SUITCASE (see CASES, LEATHER,
CARRYING)
X - Supports, book, stamped, metal
(see bookends)
X - Supports, desk tray
X - Swatters, fly
SWEEPERS, CARPET

X - Switches, electric
SYSTEMS, PUBLIC ADDRESS

T

TABLES, DRAFTING, DRAWING,
TRACING
TABLES, OFFICE
TANKS, PHOTOGRAPHIC DEVELOPING
X - Tape, cellulose; friction,
linen, paper, rubber
X - Tapes; linen metallic measuring
X - Tapes, refills
TARPAULINS (see PAULINS)
X - Templates (for use with
lettering sets)
X - Thermometers, ordinary, clinical
X - Tighteners, tire chain
X - Tires; auto, truck
X - Tongs; laboratory
X - Tongs, other than laboratory
and fireplace
X - Tools, hand, miscellaneous
TORCHES, ELECTRIC WELDING
(see WELDERS, ELECTRIC)
TORCHES, LIGHT ELECTRIC
(EXCEPT FLASHLIGHTS)
TORCHES, LIGHT NON-ELECTRIC
TORCHES, LABORATORY, ALCOHOL,
KEROSENE
TORCHES, SOLDERING BLOW,
WELDING, ACETYLENE
X - Towels, cloth, paper
TRANSCRIBING MACHINES (see
MACHINES, OFFICE)
X - Transformers, electric, bell
type
X - Trays; ash
X - Trays, card, cardboard, desk,
metal, wire, wood
X - Trays, file simplex
TRAYS, LEDGER, POSTING
X - Triangles, drafting
TRIMMERS AND PAPER CUTTERS
TRUCKS, AUTO (see AUTOMOTIVE
EQUIPMENT)
TRUCKS, HAND, PLATFORM, WAREHOUSE
TRUCKS, LIBRARY
X - Tubes; auto, truck
X - Tubes, mailing
X - Tubing, electrical metallic,
glass

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X - Type equipment, type face for
vari-type machine, type
reference kit
TYPEWRITERS (SEE MACHINES,
OFFICE)

V

X - Ventilators; glass and window
X - Ventilators, metal
VISES, ALL TYPES

W

WARDROBES, PORTABLE (SEE
LOCKERS OR CUPBOARDS,
CLOTHES)

X - Washbasins
X - Wastebaskets, steel, fiber,
wood
WATCHES
X - Weights, paper
WELDERS, ELECTRIC
X - Windshield cleaners, wipers
X - Wire; all kinds
X - Wire, screening
X - Wringers, mop, clothes

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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